

Print, Copy & Scanning

ⓘ Before you Swipe – Tap the screen to WAKE UP the device

First time Registration for Find Me?

To use the device tap the screen then swipe **Student Card** on the card reader attached to the 'Find me' enabled device.

1. Press **[Username]** and enter your username
2. Click on the **[NEXT]** button on the keyboard
3. Enter your [password]



Already Registered?

To use the device tap the screen then swipe your **Student Card** OR enter **username** and **password**

If you have print jobs in the queue you can release them individually by selecting the **[Print release]** function.

Where to Swipe

Large Multifunction Device

Reader next to touch screen



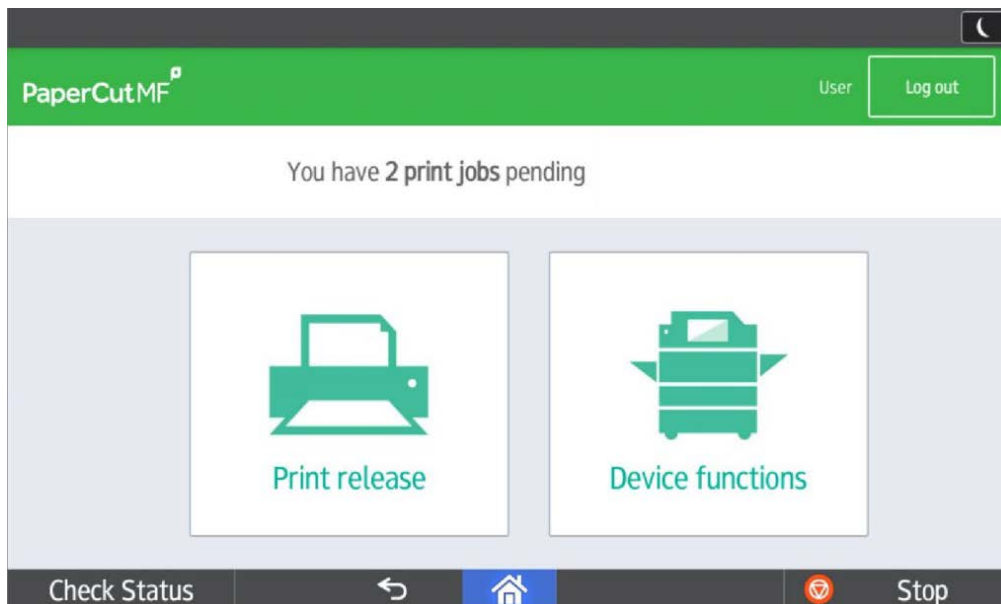
Small Multifunction Device

Reader on right hand side of device

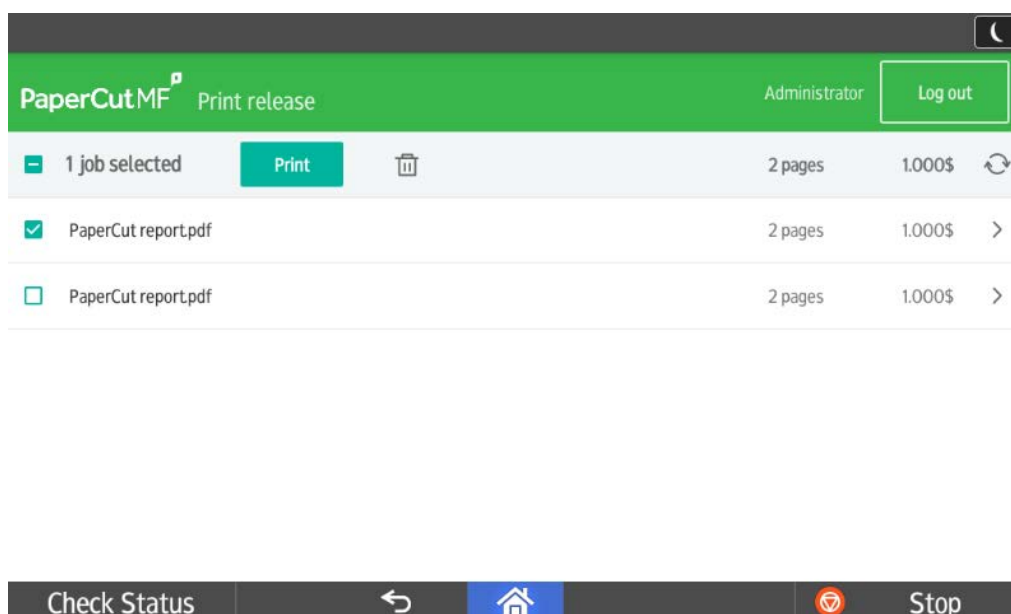


Printing

Please tap the screen then swipe your Student Card to log in.
Select **[Print all]** to release all pending print jobs.



After selecting **[Print Release]**, tick the jobs you want to release and press **[Print]**.



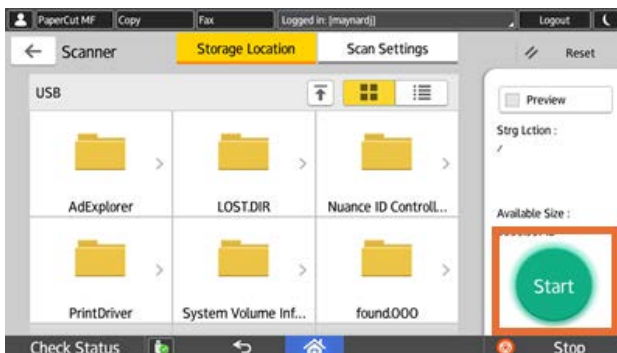
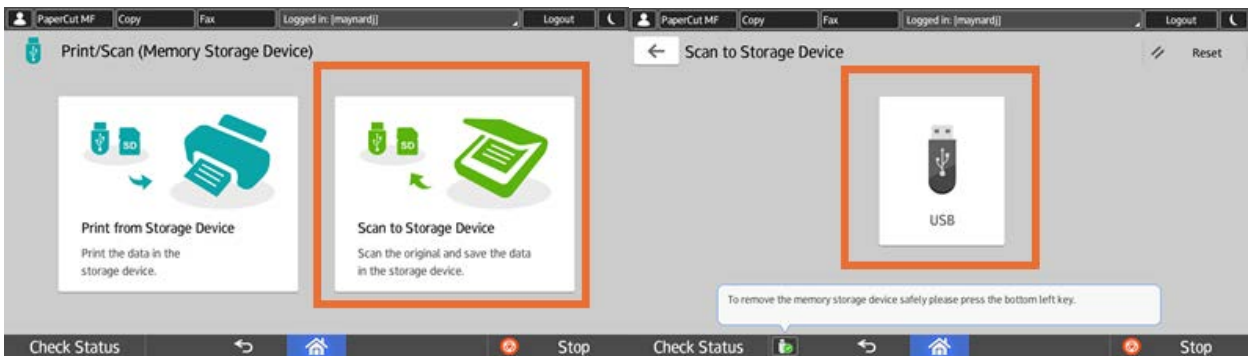
Alternatively, press the **[Waste]** Symbol to delete the selected print jobs.

Scan to USB

Select **[Print/Scan Memory Storage Device]** button from the Home Screen



Press **[Scan to Storage Device]** and insert your USB in the slot on the left of the screen and then Press **[USB]**

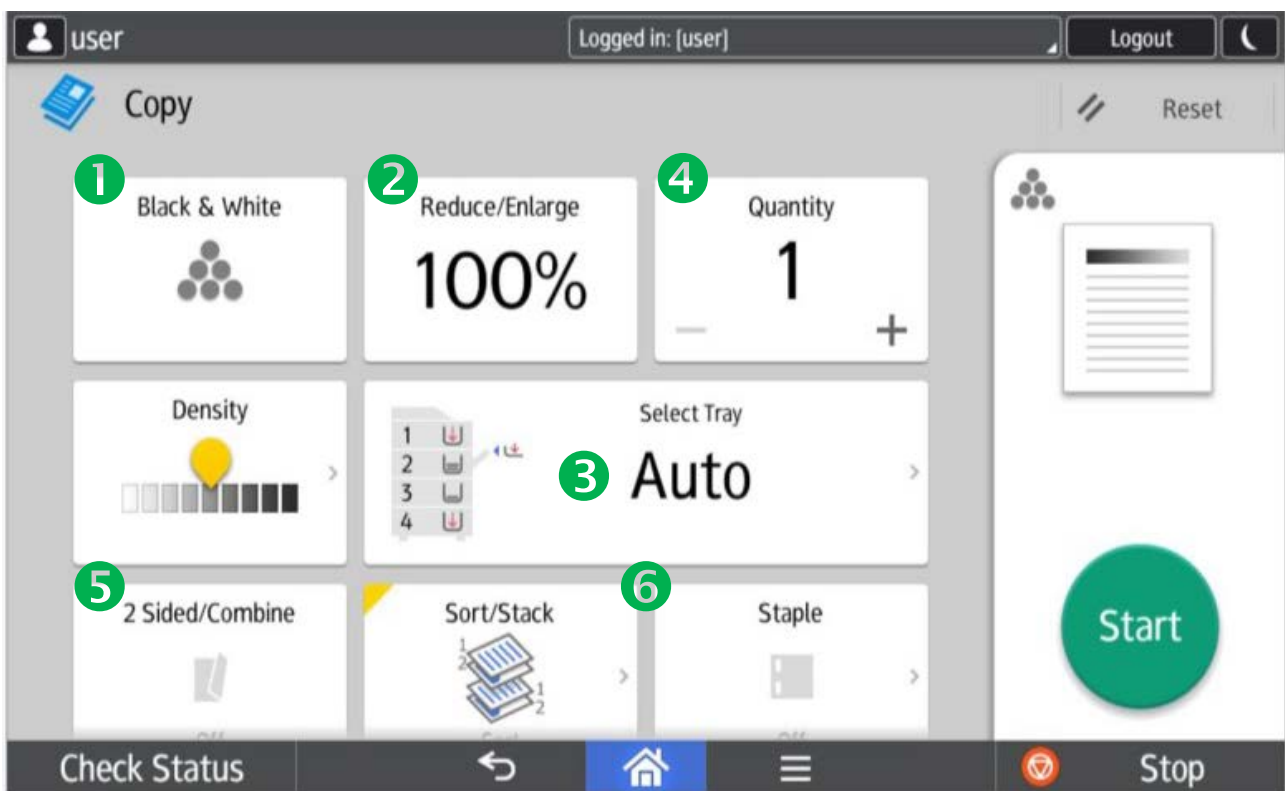
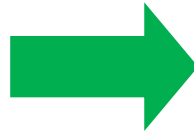
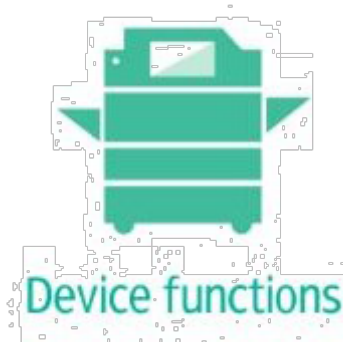


Place documents face up in the document feeder or face down on the glass

Press **[Start]**

Copying

Please tap the screen then swipe your Student Card to log in.
Select [*Device functions*] and [*Copy*] function from the Home Screen.



1. Colour Selection (only available on Colour Devices)
2. Reduce / Enlarge
3. Tray Selection
4. Quantity Selection
5. Format Options
6. Finishing Options

Place documents face up in document feeder or face down on the glass and select the required options using the touch screen.